

 **NCLB CONSOLIDATED FORMULA SUBGRANT MONITORING DESK REVIEW DOCUMENTS**

(TO BE SUBMITTED TO COUNTY EDUCATION SPECIALIST AT LEAST 30 DAYS PRIOR TO DESK REVIEW

[Note: If County Education Specialist already has access or copies to documentation below, items do not have to be submitted -- these items are marked with ☒])

CROSSCUTTING DOCUMENTATION

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|-------------------------------------|----------------------------------|---------------------------------------|---|
| <input checked="" type="checkbox"/> | NCLB Consolidated Application | <input type="checkbox"/> | Copy of Needs Assessment |
| <input type="checkbox"/> | NCLB Budget Detail for 2008-2009 | <input checked="" type="checkbox"/> * | Professional Development Plans & Expenditures for 2008-2009 * County does not have copy of expenditures. |

TITLE I, PART A

| | | | |
|---------------------------------------|--|---------------------------------------|---|
| <input type="checkbox"/> | Parent Involvement Policy (agenda, minutes, etc.) | <input checked="" type="checkbox"/> | Title I Unified Plan, for SINIs/Schoolwide programs in EWEG |
| <input type="checkbox"/> | The Title I Parent Annual Meeting documents | <input type="checkbox"/> | A printout of any Title I expenses (current year and carryover) charged to fund 20 for all function and object codes for the following periods: <ul style="list-style-type: none"> o 9/1/2007 to 8/31/2008 o 9/1/2008 to present |
| <input type="checkbox"/> | Documentation of parental involvement including description of involvement and monies spent on parent involvement activities | | |
| <input type="checkbox"/> | Parent-School Compacts | <input type="checkbox"/> | Supplemental Educational Services (SES) and School Choice (include copy of SES registration and if a separate letter is issued, a copy of the letter) |
| <input checked="" type="checkbox"/> * | Parents' Right-to-Know Letter * If uploaded into EWEG | | |
| <input type="checkbox"/> | Summary of budget by school for Title I | <input type="checkbox"/> | Written description of Title I program (what additional services are being provided and how delivered) |
| <input type="checkbox"/> | Letter to parents regarding student participation in Title I | <input checked="" type="checkbox"/> * | School in Need of Improvement Letters * If uploaded into EWEG |
| <input type="checkbox"/> | Criteria for student eligibility in the Title I program | <input type="checkbox"/> | List of staff charged to the grant, their master schedule and time sheet samples from either the current year or prior year |

TITLE I, PART D

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|--------------------------|---|
| <input type="checkbox"/> | Documentation on Neglected and Delinquent Collaboration (copy of formal agreement between district and correctional facility) |
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TITLE II, PART A

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|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | District 2007-2008 HQT Plan | <input type="checkbox"/> | Evaluations of Professional Development Activities |
| <input type="checkbox"/> | Certificated Staff Report crosswalked with classroom assignments for a sampling of 10 teachers, including 1) some HQ teachers; 2) some teachers not yet HQ; 3) some middle school math teachers; and 4) some special education teachers in departmentalized settings | <input type="checkbox"/> | Salary/staff records |
| <input type="checkbox"/> | Professional Development Schedule | <input type="checkbox"/> | Documentation to differentiate expenditures supporting Class size reduction vs. professional development |

TITLE II, PART D

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|-------------------------------------|--|--------------------------|---|
| <input checked="" type="checkbox"/> | District Technology Plan | <input type="checkbox"/> | Curriculum Guides addressing technology integration |
| <input type="checkbox"/> | District's Technological Literacy Assessment Process | <input type="checkbox"/> | Lesson Plans addressing technology integration |
| <input type="checkbox"/> | Professional Development Sign in sheets for Title II, Part D | <input type="checkbox"/> | Purchase orders for Title II, Part D |

TITLE III, PART A

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|---------------------------------------|--|--------------------------|---|
| <input checked="" type="checkbox"/> * | Bilingual/ ESL Three Year Program Plan *if already submitted to county education office | <input type="checkbox"/> | Documentation of Private School Services |
| <input type="checkbox"/> | Documentation of Certified Bilingual and ESL Teachers | <input type="checkbox"/> | Expenditure Report for activities funded by Title III. |
| <input type="checkbox"/> | Copy of Parent Notification Letter for Program Placement | <input type="checkbox"/> | Copy of Parent Notification Letter (District did not meet AMAO) |
| <input type="checkbox"/> | Documentation of LEP students assessed with the ACCESS for ELLs test (LEP Exit Report) | <input type="checkbox"/> | Copy of Title III Improvement Plan |

TITLE IV, PART A

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| <input type="checkbox"/> Evidence of objective data demonstrating the incidence of violence and alcohol, tobacco and other drug (ATOD) use, including an objective analysis of the current conditions and consequences regarding violence and illegal ATOD use, delinquency and serious conduct problems; and the prevalence of risk factors, including high or increasing rates of reported cases of child abuse and domestic violence; and protective factors, buffers, assets; or other variables in schools and communities identified through scientifically based research | <input type="checkbox"/> Documentation (e.g., emails or other correspondence, newsletter articles, newspaper articles) notifying parents of funded programs, services and activities |
| Evidence of: a) ongoing local assessment or evaluation activities; b) findings from program evaluation activities | <input type="checkbox"/> Documentation of parent requests and district correspondence on determinations regarding student withdrawals from Title IV-funded programs |
| Code of student conduct (pursuant to N.J.A.C. 6A:16-7.1) | <input type="checkbox"/> Purchased or developed curricular and other materials that correspond to the scientifically research-based program(s) selected in the application, or to program(s) previously approved through a waiver that are designed to create and maintain safe, disciplined and drug-free school environments (e.g., purchase orders, program guide/manual, lesson plans, scope and sequence chart, agendas, flyers, board of education minutes, correspondence, staff schedules, student rosters, expenditure reports) |
| <input type="checkbox"/> School safety and security plan (pursuant to N.J.A.C. 6A:16-5.1), including security procedures at school and while students are on the way to and from school | <input type="checkbox"/> Evidence of implementation of scientifically research-based program(s) or programs previously approved through a waiver (e.g., purchase orders, program guide/manual, lesson plans, scope and sequence chart, agendas, flyers, board of education minutes, correspondence, staff schedules, student rosters, expenditure reports) |
| <input type="checkbox"/> A crisis management plan for responding to violent or traumatic incidents on school grounds | <input type="checkbox"/> Documentation (e.g., invitational letters or other correspondence, sign-in sheets, meeting notes, actions taken) of ongoing consultation with the required participants for application development and the administration of funded programs, services and activities |

TITLE V, PART A

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|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | Documentation that supports that activity(ies) and program(s) meet the federal guidelines | <input type="checkbox"/> | Purchase orders for Title V, Part A |
| <input type="checkbox"/> | Private School consultation and documents | <input type="checkbox"/> | Expenditure Report for activities funded by Title V, Part A |